

NOTICE TO TENDERERS

Employer:

Tavistock Town Council
Town Council Offices
Drake Road
Tavistock
Devon
PL19 0AU

Contact:

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Architect: Gillespie Yunnie Architects

Project Description: External and internal renovation and conversion of the Grade II* Guildhall, Police Station and Trowtes House as a heritage centre and Town Council offices.

Proposed Form of Contract: JCT Intermediate Form of Contract 2016 (SBC/Q)

Proposed Commencement and Completion Dates:

Start date: 5 August 2019

Completion Date: 31 May 2020

1. DELIVERY OF TENDERS

- a) It is the Tenderers responsibility to ensure that their tenders arrive at the office address and by **noon on Monday 17 June 2019**. The Employer does not undertake to consider late tenders.
- b) Tenderers are required to submit jointly a Technical and Financial Submission, as detailed below. It should be noted that the Technical Submission will be assessed before the Financial Submission. Tenderers failing to score 60% or more on the Technical Submission will have their Financial Submission rejected.
- c) The overall tender is to be returned in one large envelope as per the instructions laid out in the accompanying letter and each of the Technical and Financial Submissions in separate envelopes within the main envelope.
- d) The Technical Submission must be enclosed in an envelope bearing a label '**Technical Submission Tavistock Guildhall Gateway Project**'.

For Technical Submission

To include, at least, the completed and signed technical return document comprising:

- Evidence of insurance cover
- Completed and signed list of products and materials deemed by the Tenderer to be equivalent to those specified (Form TAV/P/M)
- Completed and signed list of all Subcontractors proposed to be used (Form TAV/SC)

& the following documents to be provided by the Tenderer:

- Details of relevant project experience (min 3 max 6 examples; providing contract details, scope, value, time, how the example relates to this project and client/consultant contact details from whom references may be sought)
- Programme of works or summary thereof identifying the sections and critical activities
- Outline Method Statements for difficult or potentially dangerous works and a site set up plan
- Details of your Company Quality Control resources
- Health and Safety information regarding your company
- Details of the proposed supervisory staff and general site organisation
- Name of surety for performance bond.
- The Outline Construction Phase Health & Safety Plan including Risk Assessments and Method Statements addressing those risks.

TECHNICAL SUBMISSION WILL BE ASSESSED ON THE ABOVE CRITERIA

- e) The Financial Submission must be enclosed in an envelope bearing a label '**Financial Submission Tavistock Guildhall Gateway Project**'.

For Financial Submission

To include the Price Return document comprising:

- The Form of Tender
- Priced Bills in hard copy (**using the original electronic excel format**) and a breakdown of time related and fixed preliminaries

& where applicable the following documents to be provided by the tenderer:

- Alternative tenders if applicable

2. UNQUALIFIED TENDERS

Tenderers are reminded of the need to submit complete tenders strictly in accordance with the enclosed tender documents, without qualifications. Failure to comply may lead to invalidation of such tender offers. All those documents, which are required to be completed and / or signed must be completed in full, in black ink or type, and returned with the tender.

3. ALTERNATIVE OFFERS

A tender involving any modification to the design specified in the enclosed tender documents must be made by way of an alternative offer. An alternative tender must also be free of qualifications, show clearly the technical modifications (and different plant, where applicable) and be priced in detail to show how and where costs would differ from those submitted on the basis of the Employer's tender documents. No alternative tender will be considered unless a tender based strictly on the tender documents is also submitted.

4. APPROVAL OF SUB-CONTRACTORS

Tenderers are required to provide details of all proposed Subcontractors with their tender. In particular the use of scaffolding firms, asbestos removal companies and specialist Subcontractors will require the use of suitably qualified, registered or certificated firms only. The Employer cannot accept any liability for a change in Subcontract policy as a result of non-compliance with this requirement. As the use of Subcontractors requires the approval of the Employer prior to their commencing work, failure to notify details as required may cause delays to the Contract at a later date.

5. GENERAL

Tenderers must check through all the documents, enclosed with the invitation to tender, for missing or duplicated documents, sections or pages.

Tenderers shall be held to have examined the tender documents carefully and must, during the tendering period, notify the contact, listed in the invitation to tender, of any discrepancies. Tenderers shall be deemed to be satisfied by any resulting corrections and to have covered all obligations, under the Contract, within their tender price.

Before tendering, the tenderer is advised to inspect any documents referred to but not enclosed with the invitation to tender and to visit the site for the proposed works. No claim will be entertained in respect of any want of knowledge, which could have been satisfied by such inspection or visit.

Tenderers who fail to resolve the above, or any other points, during the tender period and submit qualified tenders or separate letters containing qualifications are advised that such tenders may be rejected without consultation.

The tender procedure shall be in accordance with the NBS Guide to Tendering for Construction Projects 2011. Nothing contained in this document or its application should be inferred to guarantee that a tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

No liability is accepted for costs incurred in the preparation of a tender.

Tenders must remain open for acceptance unless previously withdrawn, for a minimum of 20 weeks from the return date.

Tender queries: Give notice in writing to the Employer of any queries or discrepancies in the tender documents as soon as possible and not less than 10 working days before the date for return of tenders.

Exclusions: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents he must inform the Employer as soon as possible, defining the relevant part(s) and stating the reason(s) for his inability to tender.

Site visit: Before tendering, ascertain the nature of the site, access and local conditions likely to affect the execution of the works. Arrange site visits by appointment with the Employer.

Tender assessment: All tenders received will be assessed. The Employer and his Representatives

offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted and will not be responsible for any cost incurred in the preparation of any tender.

Arithmetic errors: An opportunity will be given to amend the tender or withdraw. An endorsement will be added to the priced document indicating that rates or prices will be adjusted in the same proportion as that in which the corrected total differs from that stated incorrectly.

Notification of Results: Results will be notified to all tenderers no later than 2 weeks following the award of the contract.